

**Mora Valley Community Health Services, Inc.
JOB DESCRIPTION**

TITLE	Medical Assistant/Phlebotomist	FLSA Status: Non-Exempt Position Type: Regular Part-Time
DEPARTMENT	Medical - SBHC	
REPORTS TO	SBHC Lead Provider	
SUPERVISES	None	
JOB PURPOSE	Under general supervision provide assistance to practitioners, assist with patient care, assist with specialized medical procedures, prepare specimens for laboratory testing, perform data entry into medical data management system, and assist practitioners with administrative duties as requested or assigned	

ESSENTIAL JOB RESULTS
1. CHECK IN PATIENTS, OBTAIN PATIENT MEDICAL HISTORY, OBTAIN, VITAL SIGNS, ASSIST WITH MEDICAL EXAMS, AND ENTER INFORMATION INTO ELECTRONIC HEALTH RECORD
2. PULLS IMMUNIZATION REPORTS FROM NMSIIS
3. MAINTAINS ACCURATE VACCINE LOGS, SERVES AS BACK-UP VFC ADMINISTRATOR
4. LOGS TEMPERATURES ON REFRIGERATOR AND FREEZER ROOMS
5. ASSURES STUDENT HEALTH QUESTIONNAIRES ARE COMPLETED
6. PERFORM ROUTINE SPECIALIZED PROCEDURES UNDER ESTABLISHED PROTOCOLS
7. EDUCATE AND ADVISE PATIENTS ON SPECIFIED MEDICAL ISSUES WITHIN ESTABLISHED PARAMETERS
8. PRACTICE SAFETY, ENVIRONMENTAL, AND/OR INFECTION CONTROL METHODS
9. PERFORM MISCELLANEOUS JOB-RELATED DUTIES AS ASSIGNED TO INCLUDE SPECIAL PROJECTS AND MISCELLANEOUS TASKS
10. PARTICIPATE IN QUALITY IMPROVEMENT/COMPLIANCE ACTIVITIES
11. MAINTAIN PATIENT PRIVACY AND ADHERE TO HIPAA REGULATIONS
12. COORDINATE DAILY FUNCTIONS AND DUTIES IN THE LAB TO INCLUDE COLLECTION OF SPECIMENS AND TRANSFER TO AND FROM LABORATORIES
13. MAINTAIN LAB EQUIPMENT AND RE-STOCKING OF SUPPLIES
14. ADHERE TO MVCHS PERSONNEL POLICIES AND PROCEDURES
15. TRACK AND COORDINATE ROUTINE TASKS
12. MAINTAIN PROFESSIONALISM AT ALL TIMES TO ENSURE SERVICE QUALITY AND INTEGRITY
13. CONTRIBUTE TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED OR REQUESTED
14. ATTEND TRAININGS RELATED TO JOB DUTIES OR EMPLOYMENT THAT IS REQUIRED TO MAINTAIN LICENSES AND/OR CERTIFICATIONS

REQUIRED JOB QUALIFICATIONS, SKILLS AND ABILITIES

Job Qualifications

Education:	<p>Certificate in Medical Assisting or one year of equivalent experience Completion of Phlebotomy Course</p> <p>Registered Medical Assistant preferred or must be able to become Registered Medical Assistant within one year</p> <p>Bilingual English/Spanish Preferred</p>
Experience:	Background in general medical procedures, primary care, and outpatient medical office operations

Skills and Abilities

- Assist with direct patient care procedures and related tasks
- Ability to perform standard clinical procedures such as take and record vital signs and obtain patient medical history
- Ability to perform routine invasive procedures such as venipuncture in accordance with established clinical protocol
- Ability to educate patients and/or families as to the nature of diseases and provide proper instruction of care and treatment
- Demonstrate organizational commitment and promote a positive image to patients, clients, employees and the public in general
- Knowledge of patient care information in electronic data base or patient chart
- Ability to maintain quality, safety and infection control standards
- Maintain confidentiality and professionalism at all times
- Work in a patient/customer service centered environment
- Assist with various clerical/administrative related tasks and duties
- Communicate well both verbally and in written format
- Ability to operate a motor vehicle, which requires a valid driver's license, and clearance for unrestricted automobile insurance coverage
- Desire and ability to serve the community and its residents
- Share in and contribute to MVCHS mission, vision, and goals

Working Conditions and Physical Demands

- Work is performed in an interior medical/clinical environment
- Moderate physical activity that requires standing and or walking more than 4 hours per day
- May require handling objects up to 25 pounds
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include use of protective equipment
- Exposure to blood or blood-borne pathogens

Qualifications for Employment

- Pre-employment Physical Examination
- BLS Certification
- Driver’s Record and Defensive Driving Course
- Hepatitis B vaccination series or signed waiver
- Negative tuberculosis test
- Background Investigation
- Drug Testing – Initial and Random

EMPLOYEE/SUPERVISORY REVIEW

I have read this job description and understand the requirements of the job and the work to be performed. I agree to perform the duties and responsibilities described. I assert that I am able to perform the essential job functions and meet the physical requirements of this position. Furthermore; I understand this is not an employment contract.

Employee’s Signature Date

I have reviewed this job description with this employee, and agree that it is an accurate description of the duties and responsibilities to be performed.

Supervisor’s Signature Date